

## **Equity Related Documents: Document Review Checklist** **2011-2012**

### **School Improvement Visits with a Focus on Equity**

1. Completed 2011-2012 Educational Equity Review Data Needs Manual
2. Board Policy Manual
3. Documentation of processed grievances
4. Equity Coordinator job description; summary of activities; and examples of communication with administrators, staff, students and parents
5. Discipline data on suspensions and expulsions
6. Board policies and procedures for incorporating Multicultural, Gender Fair concepts into standards and benchmarks, curriculum development, curriculum implementation, and curriculum monitoring and evaluation
7. District curriculum materials related to responsibilities, rights and respect for diversity; citizenship in a diverse community; and citizenship in a global economy
8. Employee evaluation process and forms for classified personnel and coaches
9. Job descriptions, employment application forms, and sample job opening announcements
10. Physical education policy, standards and benchmarks, curriculum and practices
11. Notebook of CTE Advisory Committee agendas and minutes
12. Workplace based education programs and the contracts related to them
13. Gifted and Talented Education board policies, program enrollment disaggregated by gender, race, national origin and disability
14. At-Risk Education/Homeless Education policies, implementation of supports for homeless students
15. School Improvement Advisory Committee (SIAC) Notebook of agendas and minutes

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16. Yearbooks and Graduation Awards Programs
17. Follow-up study of graduates disaggregated by gender, race/national origin, disability and socioeconomic status
18. Number of head coaches at the high school level disaggregated by gender and race
19. Desegregation/Diversity Plan adopted by the School Board (if the district maintains racially isolated attendance center) and board policy outlining criteria for open enrollment denial based on Diversity Plan (if applicable)